



# Address Change Request Building Permit Guide

EFFECTIVE DATE: February 3, 2010

## Clark County Department of Development Services

### BUILDING DIVISION & PERMIT APPLICATION CENTER

4701 W. Russell Road  
Las Vegas, NV 89118  
(702) 455-3000

### LAUGHLIN BUILDING SERVICES

Regional Government Center  
101 Civic Way  
Laughlin, NV 89029  
(702) 298-2436

### OVERTON BUILDING SERVICES

Clark County Community Services  
320 N. Moapa Valley Blvd.  
Overton, NV 89040  
(702) 397-8087

[www.ClarkCountyNV.gov/depts/development\\_services/](http://www.ClarkCountyNV.gov/depts/development_services/)

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## Part I. General Information

This guide outlines the requirements/procedure to request an address change for an address that was previously assigned in unincorporated Clark County, Nevada.

A property owner or developer may request an address change for an address that was previously assigned.

1. An application shall be completed and submitted to Addressing Services. (A copy of the application is provided at the back of this guide)
2. An appointment is required to submit the Address Change Request application. Please call (702) 455-8968 and ask for Addressing to schedule an appointment.
3. A fee will be due at the time the application is submitted. (See Required Fees on page 2 of this handout.)

## Part II. Required Plans

A site plan showing the addresses for all buildings and structures located on the property will be required for multi-family or commercial/industrial address changes.

A site plan may be requested for residential address change request if deemed necessary during the review.

## Part III. Review Process

All address change requests are reviewed by Addressing Services in the Department of Development Services.

1. Address change requests may be approved if the request falls within the guidelines of the Las Vegas Valley Street Naming and Address Assignment Policy found in Appendix A of Title 30.
2. Corner lots shall also meet the design standards set forth in Table 30.56-2 of the Development Standards in Title 30.
3. The review process may take up to two (2) weeks.

## Part IV. Permits

All permits that have been issued and are still active that are affected by an approved address change shall be reprinted with the new address.

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## Part V. Required Fees

Fees are assessed per Title 22.02, Clark County Building Administrative Code.

1. One hundred five dollars (\$105.00) is due at the time the application is submitted.
2. If the address change request process exceeds one (1) hour, an additional fee will be charged in half hour increments based on an hourly rate of one hundred five dollars (\$105.00) per hour.
3. There will be a five dollar (\$5.00) re-print fee for each permit that is reprinted due to an approved address change.
4. Exemptions to the fees listed above are as follows:
  - Address change requests made by Local, State, or Federal Governmental agencies.
  - Corrections to an address requested by the property owner if the address assigned to the property does not fall within the proper range of the Clark County Addressing Grid or the Addressing Grid established for their property location.

PLEASE NOTE: Addressing Services can only accept payments made by check. No cash is accepted for address change requests.

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## Part VI. Approved Requests

### No Additional Fees Due:

Upon completion of the address change review, the applicant will be notified, in writing, of the new address that has been assigned.

### Approved with Additional Fees:

1. The applicant will be notified if additional fees are due for an approved address change request. The outstanding balance shall be paid prior to the completion of the address change.
2. An appointment is required to submit the payment for the balance due.
3. Depending on the complexity of the address change and the number of permits that need to be reprinted, the address change may be completed over the counter at the time the balance due is paid.
4. After all applicable fees have been paid, Addressing Services will change the address, reprint building permits, if necessary, and notify the owner in writing with an address change letter.

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## Part VII. Agencies Notified

The following agencies will be notified by Addressing Services of the new address:

Metro Police Dept.  
Fire Alarm Office  
U.S. Postal Service  
NV Energy  
Southwest Gas Corp.  
CenturyLink

Cox Communications  
North Las Vegas Utility Dept.  
Republic Service  
Las Vegas Valley Water Dist.  
Address Change File  
Clark County Development Services  
(Records)

Clark County GIS Office  
Clark County Elections Dept.  
Clark County Water Reclamation  
Clark County School Dist.  
Clark County Assessor's Office  
Clark County Business License

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## Part VIII. Owner's Responsibility

The property owner is responsible for changing the address display per the Las Vegas Valley Street Name and Address Assignment Policy, Appendix A of Title 30 and updating their personal records.

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## Part IX. Returned Checks

1. If the check for the initial submittal of the address change request is returned the address change will not be processed until sufficient payment is received.
2. If the address change has been approved and the check that paid any balance due is returned:
  - Any active building permits will be placed on hold until payment is received, or
  - A note will be placed on the parcel and Development Services may determine that no future building permits or other activity will be approved until the fees have been paid.

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## Part X. Denied Requests

If the application is not able to be approved, the applicant will be notified, in writing, with an explanation of the decision. The application fee is non-refundable per Title 22.02, Clark County Building Administrative Code.

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## Part XI. Contact Information

Call (702) 455-8968 and ask for Addressing to schedule an appointment or for any questions regarding an address change request.



# CLARK COUNTY DEPARTMENT OF DEVELOPMENT SERVICES

## ADDRESS CHANGE REQUEST APPLICATION

FOR OFFICE USE  
APPLICATION #

AN ADDRESS CHANGE REQUEST APPLICATION MUST BE COMPLETED AND SIGNED BY THE PROPERTY OWNER OR DEVELOPER. IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH A SEPARATE SHEET OF PAPER.

### CONTACT INFORMATION

OWNER/DEVELOPER NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ STE/UNIT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### PROPERTY INFORMATION

A SITE PLAN IS REQUIRED FOR ALL COMMERCIAL AND MULTI FAMILY ADDRESS CHANGE REQUESTS.

PARCEL NUMBER(S): \_\_\_\_\_

EXISTING ADDRESS(S): \_\_\_\_\_

REASON FOR ADDRESS CHANGE REQUEST: \_\_\_\_\_

SPECIFIC ADDRESS(S) BEING REQUESTED (Optional): \_\_\_\_\_

(SPECIFIC ADDRESS REQUESTS MAY BE GRANTED IF THEY COMPLY WITH THE ADDRESSING POLICY, CLARK COUNTY TITLE 30 APPENDIX A.)

ACTIVE BUILDING PERMITS AFFECTED BY THIS APPLICATION: YES \_\_\_\_\_ NO \_\_\_\_\_

BUILDING PERMIT NUMBER(S): \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

(BY SIGNING THIS APPLICATION YOU ARE STATING THAT YOU ARE THE PROPERTY OWNER OR DEVELOPER OF THE PARCEL NUMBER[(S)] LISTED ON THIS APPLICATION AND ARE REQUESTING THIS ADDRESS CHANGE.)

### FOR DEVELOPMENT SERVICES' USE ONLY

DATE:	INITIALS:	APPLICATION #
AMOUNT PAID:	RECEIPT#	RECEIVED BY:
ADDITIONAL FEE AMOUNT:	RECEIPT#	RECEIVED BY:

## Department of Development Services – Locations & Services

<b>BUILDING DIVISION &amp; PERMIT APPLICATION CENTER</b> 4701 W. Russell Road Las Vegas, NV 89118	<ul style="list-style-type: none"> <li>On-Site Building Plan Submittals</li> <li>All “Walk-Through” Plan Review / Permitting Functions</li> <li>Residential Tract Submittal / Permitting</li> <li>All Sub-Trade (Electrical, Plumbing &amp; Mechanical) Permitting</li> <li>All Zoning Plan Review / Addressing</li> <li>Building Inspection Scheduling Functions</li> </ul>	<ul style="list-style-type: none"> <li>Temporary Certificate of Occupancy Submittals</li> <li>Building Inspection Penalty Fee Payment</li> <li>Building Inspections</li> <li>Building Inspector Inquiries</li> <li>Amusement / Transportation Systems – Operation Certificates</li> <li>Approved Fabricators</li> <li>Quality Assurance Agency Listing</li> </ul>
<b>CLARK COUNTY GOVERNMENT CENTER</b> 500 S. Grand Central Parkway P.O. Box 553530 Las Vegas, NV 89155-3530	<ul style="list-style-type: none"> <li>Records</li> </ul>	
<b>LAUGHLIN OFFICE</b> Regional Government Center 101 Civic Way Laughlin, NV 89029 (702) 298-2436	<ul style="list-style-type: none"> <li>Application and Plan Submittal</li> <li>Plan Review / Permit Issue</li> <li>Sub Permit Issue</li> <li>Building Inspection Services</li> </ul>	
<b>OVERTON OFFICE</b> 320 North Moapa Valley Boulevard Overton, NV 89040 (702) 397-8089	<ul style="list-style-type: none"> <li>Application and Plan Submittal</li> <li>Plan Review / Permit Issue</li> <li>Sub Permit Issue</li> <li>Building Inspection Services</li> </ul>	

Development Services’ Automated Phone System:

**(702) 455-3000**

Please select the appropriate option number for each of the following areas:

Inspection Scheduling & Report Building Code Violations . . . Option 1	Public Works, Development Review Services . . . . . Option 5
On-Site Permits or New Plan Submittals . . . . . Option 2	Records Office. . . . . Option 6
Building Plans Examination or QAA Information . . . . . Option 3	Management Staff. . . . . Option 7
Zoning Plans Examination or Addressing . . . . . Option 4	Hours of Operation, Locations & Web Information . . . . . Option 8

### Other Clark County Departments/Divisions/Districts

Air Quality & Environmental Management	500 S. Grand Central Parkway	(702) 455-5941
Public Works, Development Review Services (Civil Engineering)	500 S. Grand Central Parkway	(702) 455-4600
Current Planning Division	500 S. Grand Central Parkway	(702) 455-4314
Fire Department	575 E. Flamingo Road	(702) 455-7316
Las Vegas Valley Water District	1001 S. Valley View Boulevard	(702) 870-2011
Southern Nevada Health District	625 Shadow Lane	(702) 759-1000
Water Reclamation District	5857 E. Flamingo Road	(702) 434-6600

### State of Nevada

Division of Water Resources	400 Shadow Lane, Suite 200	(702) 486-2770
Nevada State Contractors Board	2310 Corporate Circle, Suite 200 Henderson, NV 89074	(702) 486-1100

### Utilities

Nevada Power	6226 W. Sahara Avenue	(702) 367-5000
Southwest Gas	4300 W. Tropicana Avenue	(702) 365-1555

TT/TDD: Relay Nevada toll-free (800) 326-6868

**[www.ClarkCountyNV.gov](http://www.ClarkCountyNV.gov)**